

Oluwabunmi Mary Ogundare

Lagos, Nigeria.

I am highly motivated, versatile, thorough, organized and efficient in a fast paced multitasking environment. Able to prioritize effectively to accomplish objectives with creativity, enthusiasm and humor.

WORK EXPERIENCE

MML Consulting, Lagos — *Executive Assistant*

June 2021- Dec 2021

Invoice preparation and sending to vendors.
Creating a monthly social media calendar.
Content Creation for daily posts based on a monthly calendar.
Scheduling meetings and reminders for meetings.

JOB RADIO, Lagos — *On Air Personality (OAP)*

June 2020- October 2020

Hosting live and recorded programmes on air.
Engaging guests in an interactive and entertaining manner.
Creating jingles and voice overs.
Content creation.

EDUCATION

Ekiti State University, Ado -Ekiti — *Degree*

May 2009 - Sept 2016

Biochemistry

Sunbeam comprehensive college, Lagos — *SSCE*

Sept 2001 - May 2007

General Science

TRAINING

LASOP Program

January 2022 - Date

No.18 Falana Street,
Ogombo, Ajah, Lagos.
(+234) 8177623814

bumary2016@gmail.com

SKILLS

UI/UX design

Graphic design

Content Creation

Communication Skills

LANGUAGES

English, Yoruba.

PROGRAMMING LANGUAGES

HTML, CSS, Javascript.

INTERESTS

Product Design

Singing

Song Writing

Volunteering for health
Campaigns.